

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Housing Specialist Series

All Applications must be received by:

POSITION SUMMARY:

The Housing Specialist is responsible for gathering information necessary to mediate and conciliate complaints to and cases before the Housing Court. Housing Specialists investigate complaints, perform site visits to observe and inspect conditions, perform mediation services, and make recommendations to the court. The position title above the entry level performs more varied and complex work. Employees are hired at the entry level and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Housing Specialist I - This is the entry level position title within this series. Employees at the level are expected to perform the full range of entry level duties and to train for the next higher level.

Housing Specialist II - This is the second level position title within this series. Employees at this second level are expected to handle more complicated cases which require more knowledge of court procedures and to exercise more independent judgment.

MAJOR DUTIES:

Housing Specialist I Duties:

Performs inspections of properties for electrical, plumbing, structural, and sanitary code violations and reports findings for use in mediation. May re-inspect to ensure work is completed and is in compliance with necessary codes and standards.

Monitors receiverships appointed by the court to ensure all housing standards are followed and monies are accounted.

Mediates cases between tenants and landlords as to disputes of fact.

Formulates agreements between tenants and landlords and makes recommendations to the court.

Assists in arranging financing where repairs are necessary but funds are unavailable.

Provides procedural advice as to tenant's and landlord's rights and court procedures.

Prepares probation records for criminal offenders and criminal contempt cases.

Recommends sanctions for criminal cases.

Performs related duties as required.

Housing Specialist II Additional Duties:

Mediates difficult or complicated cases involving multiple complaints and serious allegations.

Performs various community relations activities, including addressing neighborhood or community groups and participating in conferences and seminars.

Works with state, federal, and nonprofit organizations on housing issues.

Performs all of the duties of the lower level as required.

POSITION REQUIREMENTS:

Housing Specialist I Requirements:

Bachelor's degree in a related field, or an equivalent combination of education and experience.

General knowledge of and experience in the following work activity areas: municipal building codes and sanitary codes; repair and rehabilitation of dwelling units; federal and state laws and regulations pertaining to dwelling units, zoning, construction, wetlands, Title 5 septic systems, plumbing, electrical; problems of landlords and tenants as they pertain to dwelling units; types of funds and services available to assist landlords and tenants in the financing and resolution of such problems.

Ability to deal effectively with landlords and tenants in situation that are tense.

Ability to communicate effectively both orally and in writing with attorneys as well as the general public.

Housing Specialist II Additional Requirements:

A minimum of four years of experience as a Housing Specialist I.

Considerable knowledge of the work areas listed above.

Completion of Housing Court alternative dispute resolution training program.

Certification as a Housing Inspector.

Demonstrated ability to mediate complex cases.

SALARY RANGE:

Completed applications should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER